COURSE OUTLINE

Course Description

As the popular cliché goes, the only thing that is constant is change. Every day, technologies, people, ideas, and methods constantly evolve. The rapid changing in society can heavily affects us, throwing us into confusion, as we and even organization try to constantly adapt to the fast changing environment. It is a struggle for some, to accept that new things are sprouting and give way to the old methodologies and beliefs.

This Change Management workshop will guide leader the proper tools and methods to effectively and smoothly transition and adapt to new operations and policies. This workshop will also give participants an understanding of how change is implemented and some tools for managing their reactions to change.

Learning Outcomes

- Understand why change happen and its importance to the organization and even to the employees
- Use the appropriate tool or method in integrating change
- Learn how to solve problems that hinder implementation
- Properly handle negative feedback or reactions to change

Teaching Methods

This course will utilize lectures with visual presentation as well as interactive discussion to engage the students. Workshops, group discussion, or case studies for a deeper understanding on the subject.

Course Outline

Fundamentals of change management
- Basics of change management
- Understanding levels of change
- Identifying misconceptions about change
- Importance of change
- Understanding the benefits of change
- Identifying essentials areas of change
- Leading change
- Promoting successful change
- Understanding resilience

Change Process
- Steps of a change process
- Analyze a situation
- Understanding the aspects of change
- Choose an action
- Implement the action
- Creating a sense of urgency
- Motivating employees
- Preventing failure
- Monitor the progress

Obstacles to change
- Creativity
- Encouraging creativity
- Commitment
- Developing commitment
- Communication
- Communicating during a change
- Demonstrating support by listening
- Controlling the grapevine

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Adapting to change
- Truths and misconceptions
- Identifying truths and misconceptions
- Understanding the transition process
- Factors affecting response
- Understanding response styles
- The endings phase
- Understanding the ending phase.
- Managing the endings phase

Coping with uncertainty
- The exploration phase
- Understanding the exploration
- Understanding responses
- Understanding needs
- Management of the exploration phase
- Managing uncertainly

Moving forward
- The new beginnings phase